



Your Retirement Plan

An Overview of the Defined Benefit Plan

About the Office of Retirement Services

The Office of Retirement Services (ORS) administers retirement programs for Michigan's state and public school employees, judges, and state police. Our vision is to provide fast, easy access to complete and accurate information and exceptional service for our more than half million members.

About This Publication

The intent of this publication is to summarize basic plan provisions. Should there be discrepancies between this publication and the actual law, the provisions of the law govern.

Your Retirement Plan

**An Overview of the Defined Benefit Plan
for State of Michigan Employees
August 2003**



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I.

About Your Retirement Plan

As a member of the state of Michigan's Defined Benefit plan (primarily covering state employees hired before March 31, 1997), you are eligible for one of the best public retirement pensions around. Because it is so essential to plan for your retirement early in life, this booklet aims to give you enough information about your pension so that between your pension, social security, and personal savings, your retirement is all you hope it will be.

Besides some general history about the system and its administration, this book explains how and when you will qualify for a pension and how your pension will be calculated. It includes tips for enhancing your retirement by participating in the state's optional Deferred Compensation plan and by purchasing service credit. You'll also find information about disability protection, insurance, and survivor benefits.

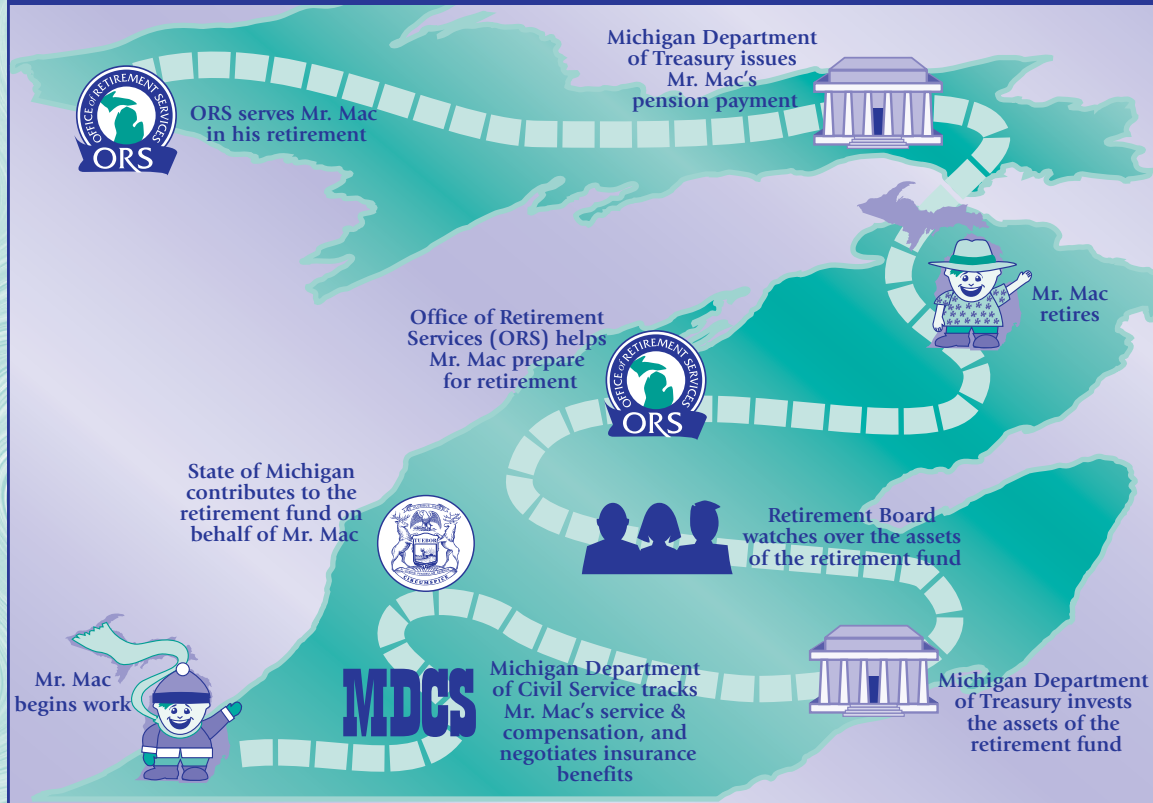
II.

Administration of the Plan

Public Act 240 – Your Retirement Plan Law

The State Employees' Retirement System was enacted into Michigan law via Public Act 240 of 1943. To protect and preserve the benefits of its members and ensure long-term solvency of the system, the state contributes a set amount of money per employee (actuarially determined each year) sufficient to fund predicted future "draws" by that employee based on life expectancy. On the following page, Mr. Mac, representing a state employee, shows how PA 240 is administered.

Stewards of Your Pension Plan





noncentral agencies

Who Is a Member?

You are a member of the State Employees' Retirement System's Defined Benefit plan if you work for the state of Michigan or one of its ***noncentral agencies*** as described below:

- You are a classified or unclassified state employee hired prior to March 31, 1997, unless you elected to transfer to the state's 401(k) Defined Contribution retirement plan. This includes civil service employees, appointed officials in the executive branch, and employees of the legislature and judiciary branch.
- You work for the Business Enterprise Program, Mackinac Island State Park, or Michigan State Bar and you were hired before March 31, 1997.
- You were hired before October 1, 1996, and are employed by the American Legion, American Veterans, Disabled American Veterans, Marine Corps League, Military Order of the Purple Heart, Wayne County Clerk Recorders Court, Third Circuit Court, or 36th District Court.

Even though they work under state jurisdiction, Michigan judges, state police, and public school employees have their own retirement systems (each also administered by ORS), as do state legislators. They are not members of the State Employees' Retirement System.

You may be active, deferred, or retired.

Participants in the retirement system are classified in one of the following categories:

- **Active Member.** You are on the state of Michigan (or noncentral agency) payroll. You are considered an active member while laid off or on a leave of absence as long as an employee/employer relationship exists.
- **Deferred Member.** You stop working for the state before you're old enough to draw your pension, but you have worked long enough to be eligible when you reach age 60. Most members are **vested**—meaning they have sufficient service to qualify for a benefit but don't yet meet the age requirement—when they have the equivalent of ten years of full-time state employment. Unclassified legislative employees, executive branch employees, and Department of Community Mental Health employees involved in a facility closing are vested after five years of full-time service.
- **Retiree.** You are receiving a pension (disability or retirement) from the retirement system.



active member

deferred member

vesting

retiree



III.

General Plan Provisions

As a vested member of the Defined Benefit plan, you can look forward to a monthly retirement pension benefit for your lifetime. This section explains when you'll be eligible, how to estimate the amount of your pension, your different payment options, and some general information on how service credit is earned and purchased. For more information about your retirement benefit, ask for the ORS publication *Retirement Readiness: A Two-Year Countdown*. Also see Appendix B - Retirement At A Glance.

Qualifying for Your Pension

To be eligible for a monthly retirement pension, you must meet minimum age and service requirements.

Age and service requirements.

Most members will qualify under the following retirement provisions.

- **Full Retirement.** You will qualify for full retirement at age 60 with at least 10 years of service, or age 55 with 30 years of service. (Exception: If you are an unclassified legislative employee, executive branch employee, or Department of Community Mental Health employee involved in a facility closing, you are vested for a full retirement benefit at age 60 with 5 years of service.)



full retirement



Pension Eligibility

55 Age **with 30** Years of Service **OR** **60** Age **with 10** Years of Service

- **Early Reduced Retirement.** If you are an active member with at least 15 but less than 30 years of service, you can elect to take an early reduced retirement at age 55. Your pension amount is permanently reduced by one-half of one percent for each month you take your pension before age 60 (6 percent per year).

Some employee classifications have different eligibility rules (and payment calculations).

- **Covered Retirement.** If your employer has determined that you are responsible for the custody and supervision of prisoners (called covered employment), you may be eligible for a **supplemental pension** when you are age 51 with 25 years of covered service, or at age 56 with 10 years of covered service. In both situations, your last 3 years must be in a covered position.
- **Conservation Officers.** If you are a conservation officer hired before April 1, 1991, you can draw your pension after 25 years of service if 20 of those years were as a conservation officer. If you were hired after that date, you are eligible at any age with 25 years of service



*early reduced
retirement*

covered retirement

*supplemental
pension*

*conservation
officers*



community health
facility closures
personal
contributions

as long as 23 years were as a conservation officer. In either case, you must be employed as a conservation officer during the 2 years prior to your retirement.

- **Community Health Facility Closures.** If you are an employee of a Michigan community health facility that closes and your last 5 years have been with that facility, you are eligible to retire as of the facility closing date if you are age 51 with 25 years of service or age 56 with 10 years of service. You qualify at any age with 25 years of service, as long as all 25 years were in a facility that closed.

If you leave before you're old enough.

If you leave state employment before you're old enough to draw your pension but after you are vested, your pension is deferred until you apply for it at age 60 (see the deferred member definition in Section II). Since there is no monetary advantage to waiting until after age 60 and because benefits can't be paid for any months earlier than your application date, be sure to apply before your 60th birthday if you are a deferred member.

Any **personal contributions** remaining on account will continue to earn interest while your pension is deferred. Personal contributions include contributions from your earnings prior to July 1974, when the retirement system was contributory, plus any service credit purchases.

If you become disabled.

There are special eligibility and calculation provisions for those who become disabled while a state employee. This is explained more fully in Section V - Additional Benefits For You and Your Dependents.

How Much Will You Get?

The pension formula.

Your annual benefit is based on a formula that multiplies your *final average compensation* by a *pension factor* times your *years of credited service*. (Calculations for covered employees and conservation officers are provided later in this section.)

The Pension Formula

$$\text{FAC} \times 1.5\% \times \text{YOS}$$

Final Average Compensation **Pension Factor** **Years Of Service**

Dividing the annual benefit by 12 will tell you how much your monthly benefit will be if you elect the *straight life option*, but you may choose a *survivor option* or an *equated plan* for your pension payments.

It is important that you understand all of these concepts, because they have a direct effect on your pension amount. We encourage you to carefully read their definitions.



final average
compensation
pension factor
years of service
straight life option

- **Final average compensation (FAC).** Your highest three consecutive years of compensation are averaged to determine your final average compensation, or FAC. Assuming your highest consecutive three years are your final three years, this figure includes gross wages earned; up to 240 hours of annual leave and compensatory time paid at retirement; performance pay; and longevity pay earned during the FAC period. Sick leave payouts, flex plan payments, clothing allowances, and travel compensation are never included in the FAC calculation.
- **Pension factor.** The pension factor for most state employees is 1.5 percent (.015).
- **Years of service.** Your years of service, also called service credit, reflects the years, or fractions of years, you have worked for the state of Michigan or one of its noncentral agencies. You are credited with a full year if you work 2,080 regular hours; however you may earn no more than one year of credit in any given year. Only regular, non-overtime hours are counted. Any work that is less than full-time or intermittent is evaluated using the regular hours worked converted to a fraction of a year (so if you work half-time, you earn .5 years of service credit for each year of employment). You can receive credit for any military leave of absence or worker's compensation leave of absence that occurs during your course of state employment. Credited service can also include any additional service purchased or transferred as described under Obtaining Credit for Service in this section.
- **Straight life option.** If you choose this payment option, you receive the maximum monthly benefit payable throughout your lifetime, and no benefits (pension or insurance) are paid to your survivors after your death.

- **Survivor option.** Under this payment option, you receive a reduced lifetime benefit, but your pension and insurance benefits continue to your designated beneficiary (spouse, sibling, parent, or child/grandchild) if you die. You elect either the 100, 75, or 50 percent survivor option; your survivor then receives the same (100 percent) monthly benefit you received, 75 percent, or half (50 percent) of your benefit amount. The monthly pension amount is based on actuarial tables that factor in life expectancies for you and your beneficiary.
- **Equated plan.** This plan pays you a higher pension until you are age 65, and then your monthly pension is permanently reduced based on the amount of your estimated social security benefit. Members might choose to receive this equated plan “advance” on their pension if they want their total income to remain fairly level both before and after social security begins. The equated plan can be combined with a straight life or any of the survivor options.



survivor option
equated plan





postretirement
increase

Pension increases after you retire.

After you've been retired a full year, each October you'll receive a fixed 3 percent increase (not to exceed \$25 per month) in your monthly pension. This **postretirement increase** doesn't compound, but it does accumulate. So, assuming you're eligible for the maximum increase, every October you can expect to get \$25 more per month than you received during the previous year, .

Calculations for covered employees and conservation officers.

If you are considered a *covered employee* (working with prisoners), your annual supplemental pension is calculated as follows: Multiply your years of *noncovered* service times your FAC times

1.5 percent; add that figure to your years of *covered* service times your FAC times 2 percent. You'll receive this annual amount until you're age 62, when your pension will be recalculated using your *total* service multiplied by the same FAC times 1.5 percent.

If you are a conservation officer, your annual pension will be 60 percent of your 2-year FAC.



Let ORS do the math.

This booklet gives some very basic methods for figuring your pension. But the calculations can get complicated when you factor in possible beneficiaries, various payment options, or want to compare different retirement dates. We can help. Log on to the ORS website at **www.michigan.gov/ors** and navigate to the State Employees' Retirement System benefit estimator. This handy online calculator lets you key in your age, wage, and service information, and quickly estimates your future monthly pension.

Try our online
benefit estimator at
www.michigan.gov/ors.

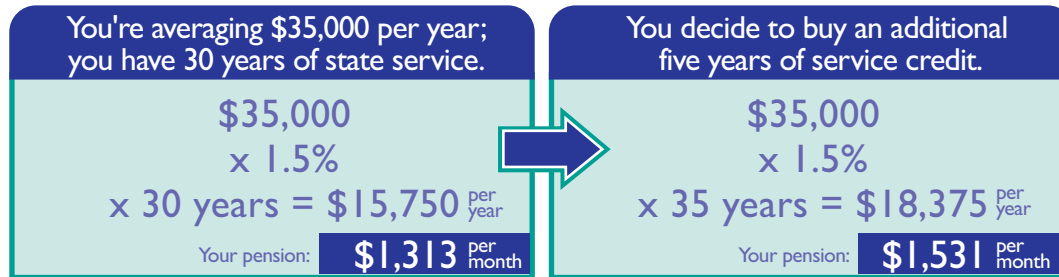
A note about divorce.

If you divorce while you are an active or deferred member, the court may order that a portion of your pension be paid to an **alternate payee** such as your former spouse or dependent child. The order (known as an **eligible domestic relations order**, or **EDRO**) must contain specific information in a specific format, and must be on file with ORS prior to your retirement effective date. Details and sample language can be found in the ORS publication *Eligible Domestic Relations Orders*.

Obtaining Credit for Service

Remember, your pension amount is based, in part, on your number of years of service as a state employee. You should know that you might be able to count certain other employment in your state service totals. The plan allows the *granting* of service credit; it allows the *purchase* of additional service credit; and it permits you to *reinstate* service from a prior period of state employment by repaying, with interest, any contributions to the system you might have withdrawn when you terminated.

It's worth your while to explore transferring or purchasing additional service credit. Not only would added credit increase your pension, it could help you qualify at an earlier age.



Because each type of service credit has its own limits and restrictions and costs, please use the following information only as a general overview.

Types of service credit.

Review the following list to see what types of service credit you might be eligible for:

- Service credit may be granted (at no cost) while you are on leave for active duty military service or workers' compensation.
- You may be able to purchase or be credited for maternity, paternity, or child-rearing time; Michigan public school or university employment; active duty military service; your work for a city, county, township, village in Michigan, another state, or the federal government; or various other state agencies, courts, and federal programs.
- You can purchase universal buy-in (UBI) service credit, which is available to all Defined Benefit plan members.
- If you had a prior period of state employment but then withdrew your contributions to the system when you left employment, you can ask to pay back the amount refunded to you, plus interest, to reinstate your prior service.

The cost of service credit.

The "price" of service credit depends on the type of credit and your age and rate of pay. Generally, the older you are, the higher the cost. While you can buy service credit at any time while an active employee, the purchase isn't always credited to you until you are vested. And in most cases, it does not count toward the minimum eligibility (vesting requirements) for retirement.



When you apply for additional service credit, ORS checks your eligibility and determines if the credit has a cost. If no cost, you'll get a letter stating the service credit type and the amount of service (years and fractions thereof) being credited. If there is a cost, you'll receive a *Member Billing Statement* that describes the total type and amount of service credit available for you to purchase. Though it's called a "bill," you have no obligation to purchase.

Three ways to purchase.

You can buy service credit in three ways:

- Direct payment (check or money order).
- Roll over funds from a qualified retirement plan such as your CitiStreet 401(k) or 457 account, a qualified plan established with a previous employer, or a conduit IRA (individual retirement account). A traditional IRA is not eligible for rollover distribution.
- Sign up for the tax-deferred payment (TDP) program. Payments are deducted from your paychecks by your employer. Taxes on the amount withheld are deferred until you begin receiving your monthly pension payment.

Find out more about service credit.

If you're interested in buying service credit, ask ORS for *Enhancing Your Pension: Earning and Purchasing Service Credit*.

IV. The Optional Deferred Compensation Plan

While your Defined Benefit plan is one of the best around, your pension should not be your only—or even your primary—source of income in retirement. Financial planners will tell you that, like a 3-legged stool, a secure retirement depends on a balance of social security benefits and personal savings, in addition to your pension. One of the best ways to save for retirement is to take advantage of the state's Deferred Compensation plan.



The state offers two types of accounts to put your money in—a 457 plan and a 401(k) plan—each with differing rules regarding payout, loans, contribution limits, and so forth. You get to manage your own account(s) and choose from a wide variety of funds selected by investment professionals.

Why Participate in the Deferred Compensation Plan?

Deferred compensation plans offer what may be one of your best opportunities to accumulate wealth, especially if you start early. Here are just a few reasons why:

- When you participate in a deferred compensation plan, you elect to *defer* a portion of your *compensation*, saying, I'll take my wages later. Until "later" comes, usually when you retire, those wages aren't taxed. Not only that, more of your money is working for you over time because taxes on the account's earnings are also deferred until retirement.

- Uncle Sam helps cover the cost. Because your income taxes are based on your pay *after* your contribution is deducted, your paycheck won't be reduced by as much as you have authorized. To try to illustrate this, let's say you're in a 30 percent tax bracket. If you contribute \$10, your paycheck is only reduced by \$7.
- It's easier to save. Having your contributions deducted from your paycheck is so painless, odds are you won't even miss it.
- Regular payroll deductions can help balance out investment ups and downs.

Between the tax advantages and compounding over time, it can be amazing how money may grow. So you may want to consider putting in as much as you can and to regularly review your investments, increase your contributions, and analyze your progress toward goals throughout your career.

Maximize your retirement plan.

Michigan's Department of Civil Service (MDCS) has teamed with CitiStreet, the Deferred Compensation plan administrator, to offer a variety of free, 2-hour seminars on plan options and investing. We have heard many positive comments—from first-time savers to experienced investors—on how valuable the courses are. We encourage all state employees to take advantage of these free offerings, throughout their careers. The MDCS website lists the classes under Training and Development at **www.michigan.gov/mdcs**.



As plan administrator, CitiStreet handles enrollment, fund selection, record keeping, customer service, education, and communication. If you haven't already done so, or if you can increase your deferred compensation contributions, contact CitiStreet soon. Most transactions can be handled via CitiStreet's fully interactive website at <http://stateofmi.csplans.com>, or you can speak to a representative by calling (800) 748-6128 during normal office hours.

V. Additional Benefits for You and Your Dependents

Besides your generous pension benefit, the Defined Benefit plan includes disability protection and group insurance eligibility in retirement. This section explains what you (and your loved ones) can plan on should you die while active, deferred, or retired.

If You Become Disabled

If, while an active state employee, you become totally and permanently disabled (unable to perform duties for which you are trained, educated, or experienced), you may qualify for a disability retirement benefit.

When your protection begins.

If you become unable to work because of an injury or illness incurred at work, a **duty disability** benefit may be payable regardless of how long you have been employed by the state. Your **nonduty disability** protection (from an illness or injury incurred outside of work) begins when you have the equivalent of ten years state employment. In either case, you must apply for a disability benefit within 12 months after termination.



duty disability
nonduty disability

How disability benefits are calculated.

Your annual nonduty disability benefit would be your final average compensation times your years of service times a factor of 1.5 percent. (Of course, if you were to select one of the survivor options described in Section II, your benefit amount would be reduced.)

If you are awarded a duty disability, special limits apply. A duty disability benefit cannot exceed \$6,000 per year. And, when combined with any worker's compensation payable, a duty disability cannot exceed your final annual salary. This is recalculated as a regular retirement when you reach age 60, using your years of service (including the years in which you received a duty disability benefit) times 1.5 percent times your final average compensation.

Consider additional protection.

Many people, especially in the early years of employment, enhance their protection by enrolling in the state's long-term disability insurance plan. This insurance has no effect on your pension. Your human resource office and the Employee Benefits Division of Michigan's Department of Civil Service can provide details on this optional coverage for active state employees.

For more information about disability benefits, request the ORS publication *If You Become Disabled: Your State Disability Protection*.



Your Group Insurance Benefits

As an active state employee, you are eligible for group health, dental, vision, and life insurance coverage (administered by the Employee Benefits Division). As a retired member, your eligibility for the group insurance continues. If you are a deferred member, you can enroll in the health, dental, and vision group insurance when you apply for your pension at age 60, but you won't be eligible for the group life insurance.

Insurance coverage for your dependents.

In general, your eligible dependents are entitled to continue on your group insurance coverage as long as you are eligible. Of course, they must meet insurance eligibility rules (age, dependency, relationship, etc.).

Subsidized premiums.

After you retire, the state pays most of your health, dental, and vision insurance premiums. Your percentage of the cost will be deducted from your pension. Once you are eligible for Medicare, Medicare becomes your primary insurance carrier and the state then pays more or all of your health insurance premiums. Life insurance has no cost to you.

About long-term care insurance.

State employees and retirees have the option of enrolling in the group long-term care insurance program established with MetLife. If you wish to continue this insurance or enroll, it is entirely up to you. Eligibility, enrollment, coverage, and cost questions about the long-term care insurance should be directed to MetLife at <http://stateofmichigan.metlife.com> or (800) 438-6388.

Upon Your Death

Whether and what benefits are payable to your survivors depends, in part, on if your death occurs while you are active, deferred, or retired. In this section we provide some general guidelines so you can plan for your loved ones.

In all cases, however, the following important points apply:

- Remember to keep your beneficiary information current, especially if you are unmarried and have no children under 18. Don't take the risk of having your pension go to the wrong person, or worse, revert back to the state because you have no spouse or child and no beneficiary form on file. Use ORS's *Beneficiary Nomination* form to tell us who you want to receive your benefit as long as you are an active member. If you are deferred, use the *Deferred Service Retirement Beneficiary Designation* form, provided by your human resource office when you leave state employment.
- Anyone who receives a monthly payment after your death is also eligible for insurance coverage.
- Be sure your survivors know to contact your human resource office and ORS upon your death. There could be other types of funds payable such as personal contributions, insurance payments, or deferred compensation funds. In addition to this booklet, which you should save with your important papers, obtain *Death Benefits for State Employees: A Guide for Surviving Family Members, Estate Executors and Others* from the Employee Benefits Division.

If you die while an active member.

If your death is not a result of an injury or illness incurred at work, it is called a **nonduty death**. A monthly benefit to your survivor(s) may be payable if you were vested; it is calculated as if you retired on your date of death and elected the 100% survivor option.

If you have not named a beneficiary using the ORS *Beneficiary Nomination* form, the monthly benefit is paid to your surviving spouse. If you have no surviving spouse, it is split among your children under the age of 18. If you have no surviving spouse or children under 18, no continuing monthly benefit will be payable unless ORS has your signed *Beneficiary Nomination* form on file.



In addition to your spouse, child or adopted child, you can name a parent, sibling, or grandchild as the beneficiary for your pension.

If you die from a work-related injury or illness incurred during your state employment (considered a **duty death**), your eligible beneficiary as described above is entitled to a survivor pension regardless of your age or years of service.



nonduty death
duty death

If you die as a deferred member.

If you die after working at least ten years for the state but before you're old enough to draw your pension, a monthly benefit will be payable to your beneficiary as of the month following the month you would have attained age 60.

When you leave state service, your human resource office will have you complete a *Deferred Service Retirement Beneficiary Designation* form. You can name your spouse, child or adopted child, parent, sibling, or grandchild as the beneficiary for your pension. If you have not designated a beneficiary, the monthly benefit is paid to your surviving spouse. If you have no surviving spouse, it is split among your children under the age of 18. If you have no surviving spouse or children under 18, no continuing monthly benefit will be payable unless ORS has your beneficiary designation on file. You can change the beneficiary at any time while you are in deferred status, using the same form.

If you die after leaving state employment and before you are vested, no survivor pension is payable. However, your beneficiary/survivors should still contact ORS to see if there are any personal contribution funds on account.

If you die after you retire.

A monthly pension (as well as continued insurance benefits) is payable *only* if you elected one of the survivor options when you applied for your pension. However, even if you didn't elect a survivor option there could still be monies payable such as unredeemed pension check(s) or personal contributions remaining in your account, so keep your beneficiary designation current.

VI. We're Here to Help

We hope that this booklet answers questions you may have about your Defined Benefit retirement plan. We also hope that you have a better understanding of the importance of preparing for retirement, including having savings goals and considering other ways to enhance your benefit.



Please don't hesitate to contact us if you have any questions. The ORS vision—to provide fast, easy access to complete and accurate information and exceptional service—is one we take very seriously.

Complete contact information can be found inside the back cover of this booklet.

YOUR RESPONSIBILITIES

- **Read this booklet. Share it with your loved ones, and put it with your important documents.**
- **Review the annual member statements issued by ORS describing your service totals and benefits.**
- **Inform ORS (as well as your human resource office and CitiStreet) of any changes in your beneficiary.**
- **Map out your retirement goals, and monitor your plan throughout your lifetime. Don't forget the three-legged stool: pension, personal savings, and social security.**

Learn about the additional retirement topics listed in Appendix A - Other ORS Publications.

APPENDIX A: OTHER ORS PUBLICATIONS

The following publications are available on the ORS website, or you can email or phone ORS for a copy.

- ***Enhancing Your Pension: Earning and Purchasing Service Credit.*** For Defined Benefit plan members who are interested in increasing their pension amount, or qualifying earlier, by adding to their service credit. The book includes details on the types of service credit available, how to apply, and different ways to pay.
- ***Retirement Readiness: A Two-Year Countdown.*** For Defined Benefit plan members who are within a few years of retiring. This book contains specifics on how pensions are calculated, the various payment options, how to prepare for retirement, and the application process.
- ***After You Retire: What Every Pension Recipient Should Know.*** You will receive this booklet when you apply for your pension. It tells you what to expect, and how and when you should contact ORS after your retirement benefits begin.

Watch for ***If You Become Disabled: Your State Disability Protection, and Leaving State Employment: Effects on Your Pension.*** We expect these additional booklets for Defined Benefit plan members to be available soon. Watch the ORS website for details.

Retirement At A Glance

Retirement Type	Age and Service Requirements	Straight Life Pension Formula
Full Retirement	Age 60 with 10 years of service. Age 55 and working with 30 years of service. <i>(Unclassified legislative, executive branch, and Department of Community Health employees involved in a facility closing need 5 years of service at age 60.)</i>	$FAC \times 1.5\% \times YOS$
Early Reduced	Age 55 with at least 15 years of service and less than 30 years of service.	Straight life pension MINUS .5% for each month before age 60
Covered Retirement	Age 51 with 25 years of covered service.* Age 56 with 10 years of covered service.* <i>*Your last 3 years must be in a covered position.</i>	Pension until age 62: $(FAC \times 1.5\% \times \text{uncovered YOS})$ PLUS $(FAC \times 2\% \times \text{covered YOS})$ Pension at age 62: $FAC \times 1.5\% \times YOS$
Conservation Officers	Hired before April 1, 1991: No age requirement; 25 years of service with 20 years as a conservation officer.* Hired after April 1, 1991: No age requirement; 25 years of service with 23 years as a conservation officer.* <i>*Your last 2 years must be as a conservation officer.</i>	2-year $FAC \times 60\%$

Retirement At A Glance

Retirement Type	Age and Service Requirements	Straight Life Pension Formula
Community Health Facility Closures	Age 51 with 25 years of service.* Age 56 with 10 years of service.* Any age with 25 years in a closing facility. <i>*Your last 5 years of service were in a closing facility.</i>	$FAC \times 1.5\% \times YOS$
Duty Disability Duty Death	No age or service requirements.	Please contact our office.
Nonduty Disability Nonduty Death	No age requirement; 10 years of service.	Please contact our office.

AT YOUR SERVICE



www.michigan.gov/ors



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(800) 381-5111
Within Lansing (517) 322-5103



Main Office - Lansing
Walk-ins welcome
8:30 - 5:00

General Office Building
7150 Harris Drive
From I-96, take Exit 98A-South Lansing Road to Canal Road. ORS is in the 3-story brick building at the corner of Canal Road and Ricks Road.



Outreach Office - Detroit
Phone (313) 456-4010 for appointment

Cadillac Place
3068 W. Grand Blvd., Suite 4-700
Phone (313) 456-4010
From I-75, take Exit 54-Clay Ave/ E Grand Blvd. Head west on East Grand Boulevard for about 3/4 mile to Cadillac Place.



From I-94, take northbound US-10 (Lodge Freeway) to W Grand Blvd exit. Proceed east 3 blocks on West Grand Boulevard to Cadillac Place.



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